

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: OPV03721103

DATE POSTED: 05/20/21

POSITION NO: 202134

CLOSING DATE: Open Until Filled

POSITION TITLE: Accounts Maintenance Specialist

DEPARTMENT NAME / WORKSITE: Navajo Nation Veterans Administration, Shiprock, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME: ☒ GRADE/STEP: BJ58A

WORK HOURS: 8AM- 5PM PART TIME: ☐ NO. OF HRS./WK.: \$ 26,726.40 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION : \$ 12.80 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

**DUTIES AND RESPONSIBILITIES:**

Under general supervision by Executive Director, performs clerical accounting and bookkeeping duties requiring a working knowledge of assigned accounting functions, accuracy and attention to detail; incumbent works within established procedures entering data to records of original entry, preparing summary statements, and checking forms for completeness and accuracy; performs related work as assigned in providing direct services to veterans. Prepares and verifies amounts and codes for various standard accounting entries, data input, or other forms; encodes and obtains necessary approvals for processing; sorts documents and posts debits/credits to proper accounts; balances and reconciles accounting records with tribal accounting system to ensure appropriate stewardship of veterans trust funds and other veterans supplemental funds ; makes necessary corrections or adjustments. Reviews reports to identify and trace sources of error and makes necessary corrections; performs research to locate accounting input errors; performs verification and reconciliation activities for assigned accounts of a complex nature; maintains a variety of records pertinent to accounting processes or procedures, such as records of cash receipts, cash deposits, property control records, accounts payable or accounts receivable. Verifies billing statements and prepares for authorization for program and veterans funds; checks for completeness and compliance with policies and regulations; contacts various Department personnel to resolve discrepancies or problems; answers inquiries regarding work being performed; compiles numerical and statistical information for report purposes or simple financial statements; generates a variety of reports from computer records; makes and checks relatively complex numerical and statistical calculations; processes specialized information, reports and forms into the financial accounting system. Develop and maintain effective and efficient business process work flows and adjust according to high demand/seasonal priorities for veterans direct services. Verifies program related funding sources integrity to meet timely financial audits and inquires. Provide periodic program review, presentation, and technical assistance to veterans organizations and groups.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED, supplemented by college level courses in bookkeeping and/or accounting; and two (2) years of increasingly responsible bookkeeping or clerical accounting experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of basic business math. Knowledge of bookkeeping practices and principles. Knowledge of public relations/customer service principles, practices and techniques. Skill in preparing and maintaining accurate records, reports, and files. Skill in understanding and following oral written directions. Skill in utilizing computer databases to research, maintain, and updates records and files. Skill in establishing cooperative work relationships with those contacted in the course of work, skill in effective interpersonal relationships. -Ability to trouble-shoot and resolve business process impediments. Skill in effective communication and presentation.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**